

Code: 7481
Operation and Construction Service
River, Harbor and Transportation Group
Parking Attendance Series

CLASS TITLE: **Field Supervisor I - Parking Enforcement**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class supervises the work activities of Parking Enforcement Aides engaged in enforcing parking regulations and restrictions; and performs related duties as required.

ESSENTIAL DUTIES: Oversees a group of Parking Enforcement Aides engaged in identifying and issuing citations for parking violations pertaining to street signs, parking meters and fire hydrants; makes daily work assignments, assigning staff to patrol specific routes or areas to enforce the city's parking ordinances; prepares work schedules to ensure adequate coverage for special events; monitors field activities by making site visits to ensure proper enforcement of parking regulations and restrictions; transports subordinates to and from assigned patrol areas as required; trains staff on the provisions of parking ordinances and procedures for writing and issuing citations for parking violations; reviews work activity reports and evaluates work performance of subordinate staff; evaluates the number of parking citations issued on various routes and makes changes in work assignments to increase productivity; meets with subordinate staff to discuss and resolve problems relating to field activities; acts as a liaison to other units and City agencies to assist in coordinating parking enforcement activities; prepares productivity reports for management review.

RELATED DUTIES: Carries/wears and operates hand held computer equipment to issue parking citations; ensures subordinate personnel are available to testify in hearings on citations issued for parking violations.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in the enforcement of parking regulations and restrictions, or an equivalent combination of training and experience. A valid State of Illinois driver's license is required.

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CLASS TITLE: **Field Supervisor I - Parking Enforcement** (Cont'd)

Knowledge, Abilities and Skill. Good knowledge of the city's parking ordinances. Good knowledge of the city's geography. Good knowledge of the city's parking enforcement policies and practices. Knowledge of supervisory practices.

Ability to plan, assign and supervise the work of subordinate personnel. Ability to interpret and apply provisions of the city's parking ordinances. Ability to carry/wear and operate hand held computer and printer equipment used in issuing parking citations. Ability to prepare reports.

Skill in enforcing parking ordinances. Good analytical skills. Good oral and written communication skills.

Working Conditions. Inside: General office environment. Outside: Occasional exposure to inclement weather and extreme temperatures.

Equipment. Standard office equipment including personal computers. Hand held computer and printer for parking citations.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2003
City of Chicago
Department of Personnel